

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO.

C-514

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY FIRE DEPARTMENT		800 York Road Towson, Maryland
AGENCY		DIVISION
Item No.	Description	Retention
	<u>EMERGENCY MEDICAL SERVICE</u>	
1.	<u>AMBULANCE REPORTS</u> Arranged by date, ambulance number, and response number, these reports, with attachments, are created by ambulance attendants from all career and volunteer ambulance companies under the jurisdiction of the Baltimore County Fire Department. The reports generally show the physical condition of the patient being transported, the emergency medical services provided, the appropriate medical facility to which the patient is transported, and related data concerning care of the patient while enroute.	Retain reports until computerized and batched, then microfilm and destroy originals. Retain microfilm for eight (8) years, then destroy film.
2.	<u>ADMINISTRATIVE FILE</u> Consist of original incoming and copies of outgoing correspondence, reports, memoranda, and other data relating to the administrative and operational functions of the Emergency Medical Service Division (EMS).	Screen annually to destroy that material no longer needed.
3.	<u>EMT COURSES COMPLETED</u> This file consists of class rosters, test scores and related data associated with previously conducted Emergency Medical Technician (EMT) courses.	Retain for three (3) years, or until all final posting is completed, then destroy.
4.	<u>EMS PERSONNEL FILES</u> Arranged alphabetically by name, these files reflect the training, proficiency level, certification and decertification of EMS personnel assigned to ambulance companies in Baltimore County.	Retain in EMS Division for eight (8) years after decertification, termination of employment, or individual has performed EMS duties (whichever is more recent), then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

3/25/81 *Paul F. Fenech Fire Chief*  
Date Signature Title

Date

State Archivist

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5.	<u>EMT TRAINING FILES</u> Consist of materials accumulated by the division during the conduct of EMT training. Included are lesson plans, schedules, lecture material, and similar or related documents.	Screen periodically to destroy that material which is obsolete, superseded, or no longer needed.
6.	<u>EMS MONTHLY ACTIVITY REPORTS</u> Submitted monthly by each ambulance company shift in Baltimore County, the report shows the number of responses and medical services rendered during the reporting period.	Retain original copy of report in EMS Division for one (1) year, then microfilm and destroy originals. Retain microfilm for five (5) years, then destroy.
7.	<u>ADVANCE LIFE SUPPORT FILES</u> Consist of individually recorded information in various formats which describe the advance life support administered to cardiac and suspected cardiac patients in Baltimore County.	Retain in the EMS Division for five (5) years, then destroy.
<u>FIRE ACADEMY</u>		
8.	<u>GENERAL CORRESPONDENCE FILES</u> Arranged alphabetically by subject, this series contains original incoming and copies of outgoing letters, memorandums, reports, directives, and other miscellaneous papers which relate to the activities and functions of the Fire Academy.	Screen annually to destroy those papers for which no further reference will be required.
9.	<u>RECRUIT TRAINING FILES</u> Arranged numerically by class graduation number, these files reflect by recruit standings the performance of Fire Academy graduates. Included are forms, correspondence and other documents which relate to the training rendered.	Retain for two (2) years, then retire to inactive storage for an additional forty-five (45) years, then destroy.

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10.	<p><u>VOLUNTEER TRAINING FILES</u></p> <p>Arranged alphabetically by name of fire station, these files document the training conducted by all volunteer fire companies in Baltimore County.</p>	<p>Retain for two (2) years, then destroy.</p>
11.	<p><u>INDIVIDUAL TRAINING FOLDERS (CAREER)</u></p> <p>Arranged alphabetically by name of fireman, these case folders reflect the training and equipment proficiency level of each career fireman assigned to the Baltimore County Fire Department. The folders also contain certifications as a Baltimore county fire apparatus driver.</p>	<p>Retain for one (1) year after termination of employment, then destroy.</p>
<u>INVESTIGATIVE SERVICES</u>		
12.	<p><u>INSTITUTIONAL FIRE DRILL REPORTS (Form 119)</u></p> <p>Submitted quarterly by all educational occupancies, nursing homes and reformatories in Baltimore County, these report forms document the conduct of monthly and bi-monthly fire drills as required by the Maryland Fire Prevention Code. The form shows the name of the institution, the number of personnel on duty, number participating, the type of fire drill, the date, and related information.</p>	<p>Screen annually to destroy all reports over two (2) years old.</p>
13.	<p><u>EDUCATIONAL REQUEST FILES (Form 178)</u></p> <p>These files contain requests from educational institutions for fire prevention lectures, demonstrations, tours, and related activities associated with fire prevention.</p>	<p>Retain in the division for one (1) year, then destroy.</p>
14.	<p><u>CORRESPONDENCE FILES</u></p> <p>Arranged alphabetically by subject, this file contains original incoming and copies of outgoing correspondence, memorandums, and related data associated with fire prevention matters.</p>	<p>Screen annually to destroy that material for which no further reference will be required.</p>

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15.	<u>MASTER FIRE PREVENTION ADDRESS FILES</u> Arranged alphabetically by street name and numerically by address, these files contain original incoming and copies of outgoing reports, memorandums, and correspondence of fire prevention matters. These files provide the primary source of information concerning fire prevention/protection provided to buildings located within the county.	Screen annually to purge and destroy that material for which no further reference will be required. Pertinent information to be retained indefinitely.
16.	<u>SUSPICIOUS FIRE RECORDS</u> This series of records consist of individual folders which are established upon the investigation of each suspicious fire in Baltimore County. Each folder may contain an Investigation Report (Form 400), photographs, P.D. Form 11, and other papers which document the cause, origin, and circumstances of the fire. Factors which contribute to the spread of the fire, injury to persons, extent of damage, and insurance coverage are also included.	Retain originals for three (3) years, then microfilm and destroy originals. Retain microfilm for fifteen (15) years, then destroy.
<u>SAFETY OFFICE</u>		
17.	<u>CORRESPONDENCE FILES</u> Consist of original incoming, and copies of outgoing letters, reports memorandums and related materials having to do with compensation claims, damage and repairs, safety inspections and other subjects associated with activities of the Safety Office.	Screen annually to destroy that material for which no further reference will be required.
18.	<u>FIRST REPORT OF INJURY (Form 14)</u> These forms are completed for all on-duty injuries and job related illnesses or diseases incurred by any members of the department. The form shows how the injury occurred, the type and location of injury and whether or not the injury is a recurrence or relapse. The forms are submitted to the Safety Office along with the Supervisors Accident Report.	Retain original copies three (3) years, then microfilm and destroy original. Keep microfilm forty-five (45) years.

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19.	<p><u>VEHICLE ACCIDENT REPORT (Form 15)</u></p> <p>These reports are submitted to the Safety Office along with the Supervisors Accident Report whenever a county vehicle is involved in an accident resulting in property damage or personal injury, or when contact is made between vehicles and there is a potential for personal injury. The forms show a detailed description of the accident, insurance information, property damage, and any personal injuries or fatalities which may have occurred.</p>	Retain until all claims have been satisfied, and for an additional five (5) years, then destroy.
20.	<p><u>LIABILITY REPORTS (Form 16A)</u></p> <p>These reports are submitted to the Safety Office, along with the Supervisors Accident Report, whenever personal injury or property damage is incurred by a nonemployee, which does not involve a county vehicle.</p>	Retain until all claims have been satisfied, and for one (1) additional year, then destroy.
<u>FIRE MAINTENANCE</u>		
21.	<p><u>VENDOR FILE</u></p> <p>Consist of daily tickets which confirm the receipt of maintenance parts purchased from outside vendors.</p>	Retain for three (3) years, then destroy.
22.	<p><u>AUXILIARY PERSONNEL RECORDS</u></p> <p>Maintained only for the convenience of the Maintenance Department, these personnel records include attendance records, overtime and vacation forms, accident reports, and any other data which may be of concern to the Maintenance Department.</p>	Retain until termination of employment or transfer, then destroy.
23.	<p><u>WORK TICKETS</u></p> <p>These tickets are used to document vehicle maintenance and repair. The tickets show the name, year, and number of the vehicle, the parts used for repair, description of work performed, and costs.</p>	Maintain the most recent five (5) year work history on each vehicle. Destroy all others.
24.	<p><u>PURCHASE ORDER FILE</u></p> <p>Consist of purchase orders, price agreements, contracts and related papers used to request maintenance parts and services from outside vendors.</p>	Retain for one (1) fiscal year, then destroy.

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25.	<p><u>APPARATUS/EQUIPMENT REPAIR REQUISITIONS (Closed)</u></p> <p>This file is composed of completed forms 189, used by individual stations to request repairs on apparatus, ambulances or similar equipment.</p> <p style="text-align: center;"><u>OFFICE OF THE DEPUTY CHIEF</u></p>	<p>Retain for one (1) year, then destroy.</p>
26.	<p><u>CORRESPONDENCE FILES</u></p> <p>Arranged alphabetically by subject, these files contain original incoming and copies of outgoing letters, memorandums, minutes of meetings, completed forms and other miscellaneous correspondence relating to activities and functions of the Baltimore County Fire Department.</p> <p style="text-align: center;"><u>ADMINISTRATIVE SERVICES</u></p>	<p>Screen annually to destroy that material for which no further reference will be required.</p>
27.	<p><u>CORRESPONDENCE FILES</u></p> <p>Arranged alphabetically, files consist of original incoming and copies of outgoing letters, memorandums, reports, completed forms, and other miscellaneous data relating to the personnel and financial functions of the Baltimore County Fire Department.</p>	<p>Screen annually to destroy that material for which no further reference will be required.</p>
28.	<p><u>FIXED ASSETS INVENTORY RECERTIFICATION SHEETS</u></p> <p>Computer produced reports used to verify the location of all county tagged property controlled by the Baltimore County Fire Department. Verification is accomplished semi-annually.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
29.	<p><u>VACATION ACCRUAL PERMISSION LETTERS</u></p> <p>Received from Baltimore County Personnel, showing the approved vacation days accrued by all personnel assigned to the career fire companies and career ambulance companies.</p>	<p>Destroy after posting and verification is completed.</p>

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30.	<u>ANNUAL LEAVE RESET</u> Computer produced report used to verify vacation and sick leave records maintained by the office. After verification is completed, one copy of the report is forwarded to county personnel, the other retained in the office.	Retain for one (1) year after verification, and until all audit requirements have been fulfilled, then destroy.
31.	<u>MERIT AND LONGEVITY REPORTS</u> Received from Baltimore County Personnel, this computer produced report is used to verify salary increases and service time of all employees of the Baltimore County Fire Department.	Retain for one (1) year after verification, and until all audit requirements have been fulfilled, then destroy.
32.	<u>DAY-OFF SLIPS (Form 20)</u> Used by all employees to request a day off. Information is transferred from the slip to the permanent record card.	Retain for one (1) year, and until all requirements have been fulfilled, then destroy.
33.	<u>OVERTIME/CALL BACK SLIPS (Form 210)</u> Used by all employees to substantiate any payment of call back or overtime which may result from having worked in excess of normal work hours.	Retain for three (3) months after posting, then destroy.
34.	<u>OFFICIAL PAYROLL SHEETS</u> Computer produced report used by the office to record required data for pay purposes.	Retain for one (1) year, and until all audit requirements have been fulfilled, then destroy.
35.	<u>SUBSTITUTION FORMS - HIGHER PAY (Form 192)</u> Used to record the necessary data which will authorize members to receive extra pay for substituting in a higher classification.	Retain until all posting is completed, then destroy. Card file to be used for any future references.
36.	<u>DAILY ATTENDANCE REPORTS</u> Used to record employee attendance for payroll purposes; includes CETA/Merit employees.	Retain until all posting is completed and for one (1) year, then destroy.

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37.	<p><u>OFFICIAL PERSONNEL FOLDERS (Active and Inactive)</u></p> <p>Case folders arranged alphabetically containing the basic documents relating to the career of each employee of the Baltimore County Fire Department. Documents may include personnel actions such as assignments, reassignments, classifications and promotions. Emergency information such as next of kin, survivor benefits and insurance data may also be included along with documents which reflect qualifications, efficiency, awards and certificates of performance, and First Report of Injury.</p>	Retain in the office for five (5) years after termination of employment, then transfer to inactive storage for an additional forty-five (45) years, then destroy.
38.	<p><u>STATIONERY/TOOLS ACCOUNTING</u></p> <p>Computer produced report used to verify, by location, charges for stationery and tools.</p>	Retain until verification has been completed and one (1) additional year, then destroy.
39.	<p><u>STATION ORDER TICKETS</u></p> <p>Used by each station to request supplies and by Administrative Services to verify charges and to monitor spending.</p>	Retain until charges have been verified and one (1) additional year, then destroy.
40.	<p><u>MOTOR VEHICLE SUMMARY SHEETS</u></p> <p>Computer produced reports showing the cost and other relative data for each vehicle assigned to the Baltimore County Fire Department.</p>	Retain most recent reports until rescinded or superseded, then destroy.
41.	<p><u>REQUISITIONS</u></p> <p>Used to request additional supplies, and to assign account numbers - Baltimore County Fire Department.</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
42.	<p><u>DIRECT PAYMENT REQUESTS</u></p> <p>Used to authorize finance to make payment before or during purchase of a specific item from a specific vendor.</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.



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43.	<p><u>VENDOR FILES</u></p> <p>Used to authorize payment for items purchased and received, these case folders arranged by vendor name, contain petty cash slips, copies of paid bills, delivery tickets, goods received, and related papers.</p>	<p>All files will be retained one (1) year. Special exceptions retained until no longer needed or two (2) years, then destroy.</p>
44.	<p><u>PURCHASE ORDER FILE</u></p> <p>Arranged by purchase order number, this file documents the authorization for a vendor to deliver and request payment for purchased items.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
45.	<p><u>PUBLIC RELATIONS MATERIAL</u></p> <p>Arranged alphabetically by subject, this accumulation of material consist of original and copies of, announcements, releases, newsletters and related data having to do with public relations matters. The following material may be included:</p> <ul style="list-style-type: none"> <li>a. press releases departmental newsletters newspaper clippings</li> <li>b. campaign materials public service announcements college intern programs job announcements professional association material</li> </ul>	<ul style="list-style-type: none"> <li>a. Permanent. These documents provide a historical review of the department.</li> <li>b. Screen periodically to destroy that material for which no further reference will be required.</li> </ul>
46.	<p><u>UNIFORM FIRE INCIDENT REPORTING SYSTEM (UFIRS)</u></p> <p>Consist of case filed records which, through the use of standardized forms, document the actions taken at the scene of a fire. Forms are completed by all fire companies in Baltimore County and forwarded to the UFIRS Office. Each case may contain any of the following completed forms:</p> <ul style="list-style-type: none"> <li>a. Form 100 - Communications</li> <li>b. Form 200 - Field Incident Report</li> <li>c. Form 300 - Company Incident Report</li> <li>d. Form 400 - Investigation Report</li> <li>e. Form 500 - Casualty Report</li> </ul>	<p>Retain all reports until they have been computerized and batched, then microfilm and destroy originals. Retain microfilm for eight (8) years, then destroy.</p>